

DIVISION OF HUMAN RESOURCES GUIDE FOR NAVAJO NATION EMPLOYEES

As the Navajo Nation continues to gradually reopen, public health and government officials are working together to maintain a safe, secure, and healthy working environment for all. The *Division of Human Resources Guide for Navajo Nation Employees* is intended to provide pertinent information related to the services offered by individual departments. Employees are encouraged to do their part to keep coworkers, customers, and themselves safe per the [Navajo Nation Executive Branch COVID-19 Worksite Safety Guidelines](#).

Division of Human Resources - Administration (DHR)

The DHR Administration Office and all departments within the division are open Monday through Friday with limited services and/or by appointment only. For more information, please contact individual departments for or visit their website outlined in the attached directory.

Department of Personnel Management (DPM)

For the safety and well-being of employees, DPM will be accepting Navajo Nation Employment applications via email or facsimile only. Please refer to the following links below for more information:

- [COVID-19 Leave Procedures](#) **Note Required Forms such as Medical Documentation & Disclosure Authorization Form.*
- [Revised Family Medical Leave Procedures](#) & [Revised Layoff Procedures](#)
- *Alternative Work Schedules:* [Flexible Work Schedule](#) & [Telecommuting Procedures](#)
- [Special Duty Pay Procedures](#) **Per Executive Order No. 009-20 (08.17.20), both Administrative Leave and Special Duty Pay are no longer available with respect to the Reopening of the Navajo Nation.*

Office of Background Investigations (OBI)

OBI will be conducting background checks by appointments only; no walk-in's allowed. To schedule an appointment, please contact their office at (928) 810-8589. For more information, please refer to the following:

- [OBI Security Packet Checklist and Instructions Sheet](#)

Navajo Occupational Safety & Health Administration (NOSHA)

NOSHA is currently inspecting Navajo Nation worksites and ensuring a safe working environment. All inquiries may be received by contacting their office at (928) 871-6742 or by email via Melanie James, Office Specialist, at mjames@navajo-nsn.gov. Please refer to the following forms:

- *Consultation Request Services Form*
- *Notice of Alleged Safety & Health Hazards*

Navajo Office of Vital Records & Identification (NOVRI)

NOVRI continues to provide limited services. Several agency offices remain closed and the issuance of Navajo Nation Tribal Identification Cards are currently suspended at this time. The following procedures have been implemented to reduce the risk of COVID-19:

- [Navajo Nation Enrollment by Mail](#)
- [Document Request by Mail \(CIB, BIA 4432, etc.\)](#)
- *For more information, please visit their website at www.novri.navajo-nsn.gov or call (928) 871-6386.*

For more information regarding the Reopening of the Navajo Nation please visit their website at www.navajoreopening.navajo-nsn.gov. Additional information regarding prevention tips and online resources to help stop the spread of COVID-19, visit the Navajo Department of Health's website at www.ndoh.navajo-nsn.gov/COVID-19. For COVID-19 related questions and information, call (928) 871-7014. Thank you.

NAVAJO DIVISION OF HUMAN RESOURCES

Division Directory

Updated August 24, 2020

PHYSICAL LOCATION: Navajo Nation Building #2689 Window Rock Boulevard



Dr. Perphelia Fowler	<i>Division Director</i>	perpheliafowler@navajo-nsn.gov	6375
Anthony Dineyazhe	<i>Sr. Programs & Projects Specialist</i>	adineyazhe@navajo-nsn.gov	7413
Lorraine Tabaha	<i>ASO</i>	ltabaha@navajo-nsn.gov	6627
Rapheal Begay	<i>Public Information Officer</i>	rlbegay@navajo-nsn.gov	6404
Letisha Tom	<i>Office Specialist</i>	letishatom@navajo-nsn.gov	6375
DHR Administration	<i>PO Box 9000 Window Rock, Arizona 86515</i>	www.dhr.navajo-nsn.gov	Fax: 6377
DEPARTMENT OF PERSONNEL MANGEMENT			6330
*Reycita Toddy, Delegated	<i>Human Resources Director</i>	Reycita.Toddy@dpm.navajo-nsn.gov www.dpm.navajo-nsn.gov	7772
P.O Box 7080 Window Rock AZ 86515			Fax: 6976
STAFF DEVELOPMENT & TRAINING DEPARTMENT			6691
*Char Kruger, Delegated	<i>Training and Development Supervisor</i>	charkruger@navajo-nsn.gov	6693
PO Box 9000 Window Rock AZ 86515			Fax: 7112
NAVAJO DEPARTMENT OF WORKFORCE DEV			7707
*Roberta P. Roberts	<i>Department Manager III</i>	roberta.roberts@ndwd.org	7721
P.O Box 1889 Window Rock AZ 86515			Fax: 7116
DEPARTMENT OF RETIREMENT SERVICES			6944
*Andrea Holmes,	<i>Retirement Plan Administrator</i>	andreaholmes@navajo-nsn.gov	6105
P.O Box 5100 Window Rock AZ 86515			Fax: 6640
OFFICE OF NAVAJO LABOR RELATIONS			6800
*Ronald M. Curtis,	<i>Program Manager I</i>	rmcurtis@navajo-nsn.gov	6545
P.O Box 1943 Window Rock AZ 86515			Fax: 7088
NAVAJO NATION TV & FILM			7826
*Edsel Pete,	<i>Program Manager I</i>	epete@navajo-nsn.gov	7350
P.O Box 2310 Window Rock AZ 86515			Fax: 7355
NAVAJO OFFICE OF VITAL RECORDS & ID			6386
*Ronald D. Duncan,	<i>Program Manager I</i>	rduncan@navajo-nsn.gov	6883
P.O Box 3240 Window Rock AZ 86515			Fax: 6397
NAVAJO OCCUPATIONAL SAFETY & HEALTH AD			6742
*Walter B. Hudson,	<i>Program Supervisor I</i>	walterhudson@navajo-nsn.gov	6822
P.O Box 1447 Window Rock AZ 86515			Fax: 6825
DEPT OF CHILD SUPPORT SERVICES			7194
*Judy K. Platero,	<i>Program Manager I</i>	jplatero@css.navajo-nsn.gov	7195
P.O Box 7050 Window Rock AZ 86515			Fax: 7196
OFFICE OF BACKGROUND INVESTIGATIONS			928-810-8589
*Jolene D. Etsitty, Delegated Supervisor		jdetsitty@navajo-nsn.gov	Fax: 8599
P.O. Box 4020 Window Rock, AZ 86515			

HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE [HEHSC] of the 24th Navajo Nation Council

*Daniel Tso, *Chairman* *Carl Roessel Slater, *Vice Chair* *Paul Begay *Pernell Halona *Charlaine Tso *Edison J. Wauneka
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